



Annual Governance Statement for the Governing Body 2021-2022

The Governing Body of Whinfield Primary School have published this document to give parents/carers an idea of the work that has been undertaken during this academic year. We hope you will find it informative.

In accordance with the Government's requirement for all Governing Bodies, the three core strategic functions of Whinfield Primary School's Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Head teacher to account for the educational performance of the school and its pupils, and the performance management of staff
3. Overseeing the financial performance of the school and making sure its money is spent efficiently to support school priorities and provide best value

Governance Arrangements:

The Governing Body of Whinfield Primary School consists of 14 members, with current representation from:

- a. 2 x Parent Governors appointed by ballot of the parents/carers at the school
- b. 5 x Co-opted Governors appointed by the Governing Body based on a skills audit
- c. 1 x Headteacher Governor
- d. 1 x Staff Governor appointed by ballot of the staff
- e. 1 x Local Authority Governor appointed by the Local Authority

At the time of writing, there are vacancies for 2 x Parent Governors and 1 x Co-opted Governor. Governors are completing a skills audit to identify the skills required from a Co-opted Governor and the vacancies for Parent Governors have been advertised with parents/carers.

In addition, the Governing Body also has:

- a. 1 x Associate Governor
- b. 1 x Staff Observer

In order to carry out the above roles and responsibilities, the Full Governing Body (FGB) has defined and agreed a Code of Conduct which sets out the commitment and behaviours expected of all Governors. All Governors sign up to this Code on becoming a Governor at the school and also sign annually at the start of each academic year.

School Governors are volunteers and dedicate a significant amount of their time for the benefit of the children. Governors (aside from the Headteacher who has an ex officio role) are all appointed or





elected, are independent and have equal status to each other. While Governors may represent the views of their appointing body, they act first and foremost in the best interests of the school.

The Governing Body appoints a professional clerking service that is responsible for arranging meetings, taking minutes, and following up on all actions. The clerk also advises on procedural matters and plays a key role in the work of the Governing Body. During the academic 21/22 year, following a quotation process, the school engaged Berry Education to provide our clerking and advice service.

The chair and vice chair are elected by the Governing Body and work closely with the headteacher and the clerk.

The Full Governing Body meets every half term. If required, extraordinary meetings to discuss any key issues may also be held. The FGB also have a number of committees to support various key functions for the school. The two key committees are the Finance, Premises and Personnel Committee and the Curriculum Committee. Both of these committees meet once per term and report back to Full Governing Body meetings. Other committees include Head Teacher Performance Management Committee, Pay Review Committee and Appeals Committee.

Each Governor also takes on a Link Governor role. Link Governors take on oversight of a particular area of school life such as safeguarding, pupil premium or special educational needs and disabilities or for a particular subject area.

The link governor role normally involves:

- Making pre-arranged visits to the school, with a clear focus
- Keeping the governing board informed about their area
- Supporting the member of staff who is responsible for the particular area/subject

Attendance Record of Governors:

The Clerk to the Governing Body keeps record of Governors' attendance at meetings; details of attendance can be found on the school website. Meetings need to be 'quorate' to ensure that decisions can be made. All FGB meetings in 21/22 academic year were quorate.

Covid-19 Response:

During 20/21 academic year, the FGB's work program had to adapt to the additional challenges that have arisen due to the coronavirus pandemic. In 21/22, the FGB carefully monitored the ongoing impact of the pandemic on both pupil and staff absence and the impact on pupil outcomes.

We continued to support the School in implementing practices and procedures in relation to COVID-19 to ensure legal requirements were followed and school remained as safe as possible for staff and pupils - responding as required to changes in local and national legislation.





Governor Training:

Governors have access to training provided by the Local Authority which assists with developing their skills and knowledge. The Clerk from Berry Education circulated a skills audit to be completed by Governors which will be analysed and discussed at a future FGB meeting to review the strengths and areas of development for the Board.

Governors have read and understood Part 1 of KCSIE. They have also recently completed PREVENT training and further Safeguarding training. In 21/22, Governors also completed Safer Recruitment and Child Protection training courses.

Future plans for the FGB:

In the 22/23 Academic year the FGB will:

- Seek to support the school in achieving the aims set out in the School Improvement Plan
- Complete a skills audit and then a Governance Action Plan

How to contact Governors:

We always welcome suggestions, feedback and ideas from parents/carers - please contact us via the school office by email at admin@whinfield.net. You can see the full list of Governors and can view Governors' information on the school website: [Governing Body](#)

